Administration for Children and Families

Office of Refugee Resettlement

Wilson-Fish TANF Coordination Program
HHS-2020-ACF-ORR-RW-1564
Application Due Date: 06/26/2020

Wilson-Fish TANF Coordination Program
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Department of Health & Human Services
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Funding Opportunity Title:	Wilson-Fish TANF Coordination Program
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2020-ACF-ORR-RW-1564
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Due Date for Applications:	**06/26/2020**

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at** https://www.acf.hhs.gov/grants/howto.

The Office of Refugee Resettlement (ORR) within the Department of Health and Human Services (HHS) Administration for Children and Families (ACF) announces the availability of funding for the Wilson-Fish (WF) Temporary Assistance for Needy Families (TANF) Coordination (WF TC) program. This new initiative provides funds for the development and implementation of innovative approaches throughout a state to facilitate access by refugee families with children under the age of 18 (referred to as "TANF-eligible refugees" throughout the Funding Opportunity Announcement) to relevant, customized, and culturally and linguistically appropriate integrated services and resources that harness refugees' specific strengths and address the challenges they face post-resettlement. Examples of such services and resources include, but are not limited to, employment training, English language instruction, enhanced case management, other social services, the use of community liaisons and navigators, and the development of information in languages commonly spoken within resettled refugee communities.

Projects proposed under the WF TC program will identify TANF and ORR-funded programming currently serving TANF-eligible refugees to develop and provide in-person and remote services and/or resources that will enhance or complement that programming and address unmet needs of refugees. The WF TC program requires grantees' coordination with the subdivision of the state agency tasked with the operation of the state's TANF program (or "state TANF office") and the office of the SRC (or the individual responsible for the statewide or regional coordination of the refugee resettlement program, as applicable), as well as the development or fostering of partnerships with other stakeholders.

I. Program Description

Statutory Authority

Immigration and Nationality Act § 412(e), 8 U.S.C. § 1522(e), with specific reference to Immigration and Nationality Act § 412(e)(7), 8 U.S.C. § 1522(e)(7), known as the Wilson/Fish Amendment

Description

WILSON-FISH TANF COORDINATION PROGRAM OVERVIEW

Background

Upon arrival in their new communities, refugees and other ORR-eligible clients, referred to as "refugees" throughout the rest of this Funding Opportunity Announcement (FOA) are generally eligible for federally funded assistance through the TANF block grant program, administered by ACF's Office of Family Assistance (OFA), or the Refugee Cash Assistance (RCA) program, funded by ACF's ORR. ORR estimates that TANF eligibility may extend to approximately 40 percent of refugee arrivals, primarily single-parent or two-parent families with children under the age of 18 (referred to as "TANF-eligible refugees" throughout the remainder of this FOA). The remainder may be eligible for the RCA program, which is designed to serve single adults and married couples without children under the age of 18.

TANF and RCA have different eligibility standards, eligibility periods, financial assistance levels, and participation requirements from each other and from state to state. Yet both programs have employment-related requirements for their recipients, unless a recipient is granted an exemption. Also, both TANF and the ORR-funded programs that complement RCA, such as Refugee Support Services (RSS), provide a variety of job readiness, employment, and social service activities to support their recipients.

Given states' flexibility in implementing TANF and RCA programs and related services, the assistance available to refugees varies considerably by state. Many refugees enrolled in TANF do not ordinarily engage in RSS or other ORR-funded services designed for refugees, but take part in TANF services designed for the mainstream population. However, while refugees make up a small proportion of the TANF caseload, they may require more intensive services related to their status and particular needs, according to the ACF Office of Planning, Research, and Evaluation Report #2018-42, *Understanding the intersection between TANF and Refugee Cash Assistance Services, Final Report.* (For more information on this report, see *Section VIII. Other Information.*) Furthermore, RSS and other ORR-funded services are typically designed to meet the needs of clients without children under the age of 18; therefore, those RSS services may not be entirely applicable or sufficient for TANF-eligible refugees.

As such, TANF-eligible refugees might not receive relevant, customized, and culturally and linguistically appropriate services to strengthen their ability to navigate barriers, become economically self-sufficient, and improve their family's social and economic wellbeing.

Goal and Objectives

Similar to previous versions of the WF program, the goal of the WF TC program is to help refugees obtain the resources and life skills to become self-sufficient and achieve sustained social and economic wellbeing, with TANF-eligible refugees as the focus of this program.

The WF TC program will pursue this goal by funding WF TC projects to develop and implement alternative and innovative methods to enhance delivery of relevant, customized, and culturally and linguistically appropriate integrated services to TANF-eligible refugees throughout a state, in complement to and in coordination with the SRC, the TANF program, ORR-funded programs, and refugee resettlement agencies, covering identified gaps in services while avoiding duplication. (Throughout the rest of this FOA, WF TC program will be used to refer to the program as a whole, while WF TC project will be used to refer to a state-specific grantee supported by the program.)

Specifically, ORR has identified the following objectives of the WF TC program:

1. Providing state-wide coverage, requiring each WF TC project to:

   (a) provide, enhance, or facilitate access to **in-person** services, including foundational case management, to clients in one or more areas in its state, and

   (b) provide, enhance, or facilitate access to **remote** services and/or resources for remote clients in the remainder of its state.

   In the context of the WF TC program, remote services and resources are those provided in areas of the state where the project does not provide in-person services, and remote clients are the clients who live in those areas.

   Note: As of the date of this FOA publication, ACF/ORR recognizes that in-person services should currently be minimized to prevent the spread of COVID-19. Therefore, clients in areas designated for in-person services should be enrolled as such, but the services themselves must be provided in another manner when appropriate, in accordance with federal, state, and/or local public health guidance at the time. Modifications due to COVID-19 may include, but are not limited to, individual and/or group telephonic or online contacts and services.

2. Providing customized services, developing and using partnerships with the SRC, state and local TANF offices, ORR-funded services providers, and refugee resettlement agencies, to:

   (a) assess the needs of TANF-eligible refugees in the state;

   (b) identify the ways in which TANF and ORR-funded programming currently serves TANF-eligible refugees;

   (c) identify gaps in TANF and ORR-funded programming for TANF-eligible refugees (for example, linguistic or other challenges to accessing a mainstream "one-stop shop" for employment services);

   (d) design, develop, and implement relevant, customized, and culturally and linguistically appropriate integrated programming to fill identified gaps and improve the quality of and/or enhance the scope of services and resources offered to TANF-eligible refugees; and

   (e) prepare and implement a plan to enroll and retain eligible clients.

WF TC PROGRAM REQUIREMENTS

The WF TC program is intended to allow flexibility in approaching the program's goal and objectives. However, the following are required elements of a WF TC project.

Eligible Clients

Individuals with the following statuses are eligible for enrollment in a WF TC project (see 45 CFR § 400.43(a) (1)-(6)) or statutory provisions cited below):

1. Individuals paroled as refugees or asylees under § 212(d)(5) of the Immigration and Nationality Act (INA).
2. Refugees admitted under § 207 of the INA.
3. Asylees whose status was granted under § 208 of the INA.
4. Cuban and Haitian entrants, in accordance with the requirements in 45 CFR § 401.2. These are (a.) Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided; (b.) A national of Cuba or Haiti who was paroled into the United States and has not acquired any other status under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered; (c.) A national of Cuba or Haiti who is the subject of removal, deportation, or exclusion proceedings under the INA and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation, or exclusion has not been entered; (d.) A national of Cuba or Haiti who has an application for asylum pending with the Department of Homeland Security/United States Citizenship and Immigration Services or Department of Justice/Executive Office for Immigration Review and with respect to whom a final, non-appealable, and legally enforceable order of removal, deportation or exclusion has not been entered.
5. Lawful permanent residents provided the individuals previously held one of the statuses identified above. (Note that this does not refer to Amerasians who are admitted as lawful permanent residents. See #6 below.)
6. Certain Amerasians from Vietnam who are admitted to the United States as immigrants pursuant to § 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in § 101(e) of Pub. L. 100-202), as amended (8 U.S.C. § 1101 note).
7. Iraqi and Afghan Special Immigrants per Section 1244(g) of Div. A of Pub. L. 110-181, as amended (8 U.S.C. § 1157 note) and Section 602(b)(8) of Div. F of Pub. L. 118-8, as amended (8 U.S.C. § 1101 note).
8. Victims of a severe form of trafficking in persons per the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. 106-386, as amended, 22 U.S.C. § 7105(b) (1) (A) and (C).

Detailed information on eligibility for ORR-funded projects is available at 45 CFR § 400.43 and ORR Policy Letter 16-01, which can be found on the ORR website at: www.acf.hhs.gov/programs/orr/resource/policy-letter-16-01.

For convenience, the term "refugee" is used in this FOA to encompass all such eligible persons.

ORR assistance and services must be provided to refugees without regard to race, religion, nationality, sex, or political opinion.

A Form I-94 showing admission into the United States as a refugee or an Asylum Grant Letter are acceptable documents to prove eligibility status. A United States Permanent Resident Card

(USCIS Form I-551), also known as a green card, or an Employment Authorization Document are also acceptable documents to prove eligibility only if they contain codes that show the applicant is in one of the eligible statuses.

Among eligible clients, enrollment in a WF TC project is limited to eligible individuals who are not yet citizens and who have been in the U.S. for not more than 36 months at the time of enrollment. The WF TC program encourages projects to focus enrollment on refugee families with children under the age of 18 (referred to as "TANF-eligible refugees" throughout this FOA) who have been in the country for less than one year at the time of enrollment.

Two-parent or single-parent refugee families with children under the age of 18 are eligible for enrollment in a WF TC project even in states where that family composition is categorically ineligible for TANF. For convenience, the term "TANF-eligible" is used in this FOA to encompass all such eligible families.

Refugees enrolled in RSS are eligible to participate in WF TC program services.

Geographic Coverage

The WF TC program requires that activities be conducted statewide in one specific state. The WF TC program will not fund projects that do not provide both in-person services and/or resources and remote services and/or resources. The WF TC program will not fund more than one project in a state, nor will it fund a multi-state project. See *Section I. Wilson-Fish TANF Coordination Program Overview, Goals and Objectives, 1.* and *Section V.2. Review and Selection Process,* for more information.

A WF TC project must provide, enhance, or facilitate access to **in-person** services to clients in one or more areas in its state. A WF TC project must also provide, enhance, or facilitate access to **remote** services and/or resources for clients in the remainder of its state. See *Section I. Wilson-Fish TANF Coordination Program Overview, Goals and Objectives, 1., Section I. WF TC Program Requirements, Foundational Case Management,* and *Section I. WF TC Program Requirements, Customized Services and Resources* for further description.

The project may determine the in-person service area(s) on the basis of anticipated caseload. See *Section IV.2. Project Description, Approach*, for more information.

Coordination with State TANF Office

As noted in *Section III.1. Eligible Applicants*, *Section III.3. Other, ORR Disqualification Factor*, and *Section IV.2. Project Description, Additional Eligibility Documentation*, the WF TC program requires a letter of support from the state TANF office indicating that the state TANF office intends to coordinate with the proposed WF TC project. This letter must include a commitment to submit a formal and structured agreement between the project and the state TANF office, to coordinate in the development and implementation of relevant, customized, and culturally and linguistically appropriate services for TANF-eligible refugees. The formal and structured commitment by both parties must be submitted to ORR within 120 days of grant award, as described in *Section I. Post-Award Requirements, Commitment between WF TC Project and State TANF Office.* For contact information for a state's TANF office, see *Section VIII. Other Information*.

The WF TC program encourages using WF TC project funds to complement and enhance, but not supplant, existing contracts or vehicles for state-funded TANF support services.

Coordination with Other Stakeholders

The WF TC program requires that a WF TC project structure regular communication and coordination between the WF TC project, the SRC, state and local TANF offices, ORR-funded refugee service providers, and refugee resettlement agencies, to ensure that WF TC project participants receive the full range of services for which they are eligible that will facilitate their employment and achievement of self-sufficiency and wellbeing, and to avoid duplication of services and/or documentation.

The WF TC program encourages using staff with case management credentials and refugee-relevant experience to provide culturally and linguistically appropriate case management, and staff with specialized knowledge and refugee-relevant experience to provide customized, culturally and linguistically appropriate services and/or resources.

Foundational Case Management

The WF TC program requires the provision of foundational case management to TANF-eligible refugees accessing WF TC project in-person services. (See *Section I. Wilson-Fish TANF Coordination Program Overview, Goals and Objectives, 1.* for more information*.*) A WF TC project must either provide such foundational case management directly or execute a subaward with one or more other service providers to do so.

This foundational case management must complement rather than replace or duplicate any case management provided under other ORR-funded programming, the Department of State's Reception and Placement Program, and/or a state's TANF program. Communication with such other projects or service providers will be critical, to share information as allowable, coordinate services, and avoid duplication of services or efforts, including duplication of case documentation. See *Section I. WF TC Program Requirements, Case Documentation* for more information.

Allowable activities must include, but are not limited to:

- Conducting an initial eligibility assessment and intake, with a needs assessment for each member of the family;

- If the family is receiving services from other ORR-funded programming that requires a Family Self-Sufficiency Plan (FSSP), the project is responsible for documenting the development and implementation of that plan. If the family is not receiving services from other ORR-funded programming that requires an FSSP, the project must develop and implement an FSSP for the family through WF TC project foundational case management services. The FSSP must identify needed services to reduce barriers to family self-sufficiency through the employment of one or more family members and must lead to subsequent referral to services (see *Section I. WF TC Program Requirements, Case Documentation* for more information);

- If the family is receiving services from other ORR-funded programming that requires an Individual Employment Plan (IEP) for each employable adult in the family, the project is responsible for documenting the development and implementation of each plan. Otherwise, the project must develop and implement an IEP for each employable adult through WF TC project foundational case management services. The IEP must contain goals and strategies to improve client employability and to reduce employment

barriers (see *Section I. WF TC Program Requirements, Case Documentation* for more information);

- Providing referrals to WF TC project or external service providers, employers, schools, and other entities, as appropriate (Note: a WF TC project may not use ORR WF TC program funding to cover the costs of non-WF TC project services to which a client is referred.); and

- Following up with the family at regular, scheduled intervals, minimally at 6 months and 12 months post-enrollment in the WF TC project, and making any referrals to additional services as necessary.

ORR requires the use of evidence-based case management activities that are rooted in effective best practices for serving vulnerable populations. Additionally, due to the diverse nature of the refugee population, mainstream local health and mental health providers must implement the National Culturally and Linguistically Appropriate Services (CLAS) Standards. The National CLAS Standards are intended to advance health equity, improve quality of services and care, and help eliminate health care disparities by providing a blueprint for service providers to offer culturally and linguistically appropriate services. For more information on the National CLAS Standards, see *Section VIII., Other Information.* Note: Providing additional or enhanced case management for in-person clients, or foundational, additional, or enhanced case management for remote clients, is an option under the service area of *Section I. WF TC Program Requirements, Customized Services and Resources.*

Customized Services and Resources

WF TC projects are required to coordinate with state and local TANF offices, the SRC, ORR-funded service providers, and refugee resettlement agencies, to fill identified gaps in TANF and ORR-funded programming. A WF TC project must provide such services and resources directly or execute a subaward with one or more other service providers to do so.

Allowable activities include, but are not limited to:

- Developing and delivering culturally and linguistically appropriate programs, services, resources, and other non-financial supports to assist in-person and remote clients with employment and economic advancement; strengthen English language proficiency; promote education; foster civic engagement; facilitate access to and/or enhance quality of medical, mental health, child care, and social services for all family members; and/or support overall family wellbeing. As the WF TC program is designed to engender alternative and innovative methods to assist refugees, such programs, services, resources, and other non-financial supports may encompass a wide variety of activities. Examples include, but are not limited to, providing varying levels of case management based on client need, assisting clients with accessing available community resources, implementing programming designed for sub-categories of TANF-eligible refugees as identified by the WF TC project, developing orientation or guidance materials in multiple languages, and supporting a partner organization, including a TANF office, in its development and implementation of such services, through providing expertise, information, connections, resources, and/or other assistance. Such support may complement, but not replace or duplicate, services that are required under TANF;

- Conducting outreach to refugee communities to increase client awareness of and access to WF TC project and other services and resources; and

- Building capacity for service providers to create partnerships, which will enable them to meet TANF-eligible refugees' needs in a more efficient, effective, and holistic fashion.

Case Documentation

WF TC project service providers must open and maintain a case file for each family receiving in-person WF TC project foundational case management and for each family accessing remote services (although not those receiving remote resources only). The case file must include intake information including the following for each member of the family: name, status under which the individual arrived in the U.S., date of eligibility for ORR-funded services, date of enrollment in the WF TC project, alien number, birth date, and current address. The intake form does not need to be specific to the WF TC project; it can be a form used for another program as long as it contains all of the information required by the WF TC project.

Case files must identify and retain all relevant documentation of in-person WF TC project foundational case management, including FSSPs, IEPs, and case notes documenting service delivery, referrals, follow-up, checks on family wellbeing, and family progress. If a particular family participates in customized services, the case file must document the purpose of those activities, along with case notes and evidence of family progress.

WF TC project case information and/or materials, including FSSPs and IEPs, can be included in the forms or case files of other ORR-funded programming, as long as information specific to the WF TC project is clearly identified as such. Likewise, case information and/or materials (such as FSSPs and IEPs) from other ORR-funded or TANF programs, may be included in WF TC project case files and to fulfill WF TC project case documentation requirements as long as (a) the relevant program allows such information-sharing and (b) information specific to the WF TC project is clearly identified as such.

All documents requiring client signature must take into consideration clients with limited English proficiency. For further details, please see *Section VIII., Other Information, CLAS Standards*.

Upon completion of participation in WF TC project activities or having been in the United States for 36 months, clients must receive a document indicating the closure of the case. The document must contain, at a minimum, the following:

1. A description of the WF TC project services received and the relevant outcome(s).

2. A list of ORR-funded and mainstream resources and services available in the respective community. Clients must be advised that their eligibility for ORR state-administered Refugee Support Services is for up to 5 years after their initial ORR eligibility date.

3. Contact information of a representative of the implementing agency as a reference point for subsequent service provider(s).

Projects must ensure compliance with 45 CFR §75.303(e) to take reasonable measures to safeguard personally identifiable information of program clients. Electronic case file systems should be safeguarded by encryption and limited access to protect client information. Paper

files must be stored in a locked file cabinet that can be accessed only by authorized staff.

Grievance and Complaint Policy Form

Upon enrollment, the family will receive a written description of the grievance and complaint policy procedures instituted by the WF TC project service provider.

Client Confidentiality Form

Upon enrollment, the family will receive a signed form from the WF TC project service provider regarding client identity and privacy protection policies.

Subawards

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations, utilizing subaward(s). The prime recipient is responsible for oversight of all programmatic, financial, and administrative matters, including reporting, related to the grant. This responsibility includes oversight of these matters as they relate to the subrecipient(s).

In addition, the prime recipient must have a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring alone as defined in 45 CFR § 75.352 would not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. See *Section IV.6. Funding Restrictions* for more information.

Subrecipient(s) must meet the eligibility requirements as identified in *Section III.1. Eligible Applicants*, with one exception: subrecipients are not required to submit a letter of support from the state TANF office indicating the state TANF office intends to coordinate with the WF TC project. Additionally, all subrecipient(s) must obtain a DUNS number if they do not already have one. Prime recipients are required to check the System for Award Management to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. See *Section IV.3 Unique Entity Identifier and System for Award Management (SAM)*.

The prime recipient must conduct a risk assessment of subrecipients in accordance with 45 CFR § 75.352(b). Recipients are required to adhere to the requirements noted in 45 CFR § 75.352 and be in compliance with 45 CFR § 75.351 and § 75.353. Prime recipients may be required to report under the Federal Financial Accountability and Transparency Act (FFATA). Information about the FFATA is located at https://www.acf.hhs.gov/grants/award-term-for-federal-financial-accountability-and-transparency.

Should a subrecipient perform unsatisfactorily, the prime recipient is responsible for remedying subrecipient issues. The prime recipient will be held accountable for cost disallowances regarding subawarded funds. Subrecipient performance will also be considered during review of applications for non-competing continuations. If requirements of the program cannot be met due to subrecipient issues, ACF may need to take one or more of the actions listed under 45 § CFR 75.371-.375.

If the applicant proposes to issue subaward(s), but has not yet identified the subrecipient organization by the time of application submission, if awarded, the prime recipient must submit a prior approval request with the name of the subrecipient organization, an updated description

of the work to be performed, and an updated subaward budget and budget justification. This information must be submitted within 120 days of the start date of the grant. If a subaward was not originally proposed in the application, but later becomes necessary, ACF prior approval is required before any activities in the subaward request begin.

POST-AWARD REQUIREMENTS

Annual Work Plan

Within 60 days of initial grant award, the WF TC project must submit to ORR a work plan or updated logic model delineating its proposed activities for the year, for ORR's review, potential modification, and approval. For subsequent years, the grantee must submit the annual work plan as part of the non-competing continuation process.

Commitment between WF TC Project and State TANF Office

Within 120 days of grant award, the WF TC project is required to submit to ORR a formal and structured commitment between the project and the state TANF office to coordinate in the development and implementation of relevant, customized, and culturally and linguistically appropriate services for TANF-eligible refugees. In a state where the TANF program is state-supervised but county-administered, the state TANF office may, within this commitment, indicate that it has agreed, with one or more counties, to delegate responsibility for relevant activities to those counties. Non-compliance with this requirement may trigger termination of the grant.

Initiation of WF TC Project Activity

WF TC projects must ensure that provision of services and/or resources to in-person and remote enrollees is initiated within Year 1 of the project period.

WF TC Project Peer Exchange and Trainings

WF TC Projects will be expected to participate in occasional ORR-sponsored webinars and online trainings and quarterly peer sharing calls throughout the program period.

Program Performance Evaluation

ORR will be seeking approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act (PRA) on the WF TC program data indicators for post-award reporting. Potential data indicators to be collected from WF TC projects could include, but are not limited to:

Partner and Stakeholder Engagement

- A narrative description of progress and action steps taken toward developing and maintaining relationships with partners and stakeholders

Enrollment

- The number of individual WF TC project clients enrolled in in-person services
- Individual-level WF TC project client enrollment and exit dates for in-person services

Service Provision

- The number of in-person clients provided foundational case management

- The number and percentage of in-person clients accessing other WF TC project services, by service

- The number of remote engagements with ORR-eligible clients accessing WF TC services and/or resources via email, telephone, or other channels

Employment and Self-Sufficiency

- Employment and self-sufficiency outcomes, only for employment-eligible WF TC project enrollees who are not enrolled in RSS employment services

Project Progress

- A narrative description of progress towards each Output identified in the WF TC project's Logic Model

- A narrative description of progress towards each Outcome identified in the WF TC project's Logic Model

- A list of resources prepared and distributed to clients (whether in-person or remote), by resource type

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, ORR will not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR is seeking approval of its WF TCP data indicators through the OMB Office of Information and Regulatory Affairs. ORR will not request this information if this form is not approved at the time that reports are due. Please see Section VI.3. Reporting *for more information.*

For information on application requirements specific to this FOA, please refer to *Section IV.2. The Project Description* and *Section IV.2. Project Budget and Budget Justification.*

II. Federal Award Information	
Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$8,000,000
Expected Number of Awards:	16
Award Ceiling:	$800,000 Per Budget Period
Award Floor:	$100,000 Per Budget Period
Average Projected Award Amount:	$500,000 Per Budget Period
Anticipated Project Start Date:	09/30/2020

Length of Project Periods:

Length of Project Period:	48-month project period with four 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

ORR will base Year 1 funding amounts by state on the number of ORR-eligible populations newly arrived and/or provided ORR refugee services within that state in FY 2018, as determined by the FY18 State Arrival and Service Data Collection Process. These numbers are shown in the "Total with Adjustments" column of the FY 2018 Refugee Support Services Populations chart within the ORR Dear Colleague Letter 19-05, *FY 2019 Refugee Support Services Formula Allocations*. (For information on ORR's FY18 State Arrival and Service Data Collection Process and for access to the FY 2018 Refugee Support Services Populations chart within ORR Dear Colleague Letter 19-05, *FY 2019 Refugee Support Services Formula Allocations*, see *Section VIII. Other Information*.)

These numbers do not indicate if an arrival or recipient received RCA or TANF cash assistance. In addition, these numbers do not include ORR-eligible populations who arrived before FY18, who may also be eligible for enrollment in a WF TC project. As such, ORR does not posit that these numbers represent the likely TANF-eligible WF TC project caseload within a state. Rather, ORR has used these arrival and service numbers to determine funding tiers proportionate to a state's likely caseload.

The funding tiers reflect **total** costs (i.e., indirect and direct) for the budget and cap the amount that an applicant for a WF TC project for a state that received and/or provided ORR refugee services to a specific number of clients in FY18 is eligible to request for a WF TC project. As per 45 CFR § 75.414(c)(1), indirect cost rates must be paid.

The FY18 arrival/service numbers and WF TC project request caps are as follows:

ORR-eligible clients: 0-100   Request cap: $100,000

ORR-eligible clients: 101-300   Request cap: $200,000

ORR-eligible clients: 301-500   Request cap: $300,000

ORR-eligible clients: 501-700   Request cap: $400,000

ORR-eligible clients: 701-1000   Request cap: $500,000

ORR-eligible clients: 1001-1500   Request cap: $600,000

ORR-eligible clients: 1501-3000   Request cap: $700,000

ORR-eligible clients: 3001 or more   Request cap: $800,000

For the second, third, and fourth 12-month budget periods, ORR will use the average of the most recent two years of ORR State Arrival and Service Data Collection Process results available to determine the funding tiers. Although a grantee's state arrival and service data may warrant a movement between tiers, ORR will limit any reductions to an awardee's budget based on a reduction in the average arrival and service number to no more than 20 percent of the awardee's previous year's approved budget. This will include total costs (i.e., indirect and direct) of the budget. ORR will augment an awardee's budget based on an increase in the average arrival and service number and a proportional increase in the proposed number of clients to be served only subject to the availability of funds. These awards will be made subsequent to ORR approval of a non-competing continuation application and will be subject to the availability of funds, satisfactory performance by the grantee, and a determination that continued funding would be in the best interest of the federal government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

- To provide guidance regarding and approval of the formal and structured agreement, submitted by the grantee within 120 days of grant award, between the project and the state TANF office

- To approve the project's work plan on an annual basis

- To confer with the grantee on project activities throughout the year and to recommend modification of the work plan, particularly with regard to shifts in eligible populations, as necessary and appropriate

- To monitor and provide written reports on the implementation, compliance, and outcomes of services and/or resources provided to refugees under the cooperative agreement. Such monitoring may include site visits, meetings, conference calls, review of reports and data, and requests for access to information associated with the implementation of the project, to the extent authorized by OMB.

- To liaise with OFA regarding any OFA policy or procedural changes that would affect the approved project and to consult with the grantee requiring implementation of required changes and modifications, as necessary

- To discuss with the grantee any ORR regulatory and/or policy modifications or updates and the possible effect on implementation of the approved project and its activities

- To convene, at a minimum, quarterly meetings with WF TC program grantees to discuss

goals, objectives, outcomes, challenges, and other matters relating to the program

III. Eligibility Information

III.1. Eligible Applicants

Public or private non-profit agencies are eligible for awards under this announcement. This includes the office of an SRC (or the individual responsible for the statewide or regional coordination of the refugee resettlement program, as applicable) of the state where the proposed project will be implemented.

Applicants are required to submit a letter of support from the subdivision of the state agency tasked with the operation of the state's TANF program (or "state TANF office"), indicating that the state TANF office intends to coordinate with the WF TC project. This letter must include a commitment to submit a formal and structured agreement, within 120 days of grant award, between the project and the state TANF office, to coordinate in the development and implementation of relevant, customized, and culturally and linguistically appropriate services for TANF-eligible refugees. This letter must be on letterhead of the state TANF office and signed by the state TANF Director or the director's designee. For contact information for a state's TANF office, see *Section VIII. Other Information*.

The required documentation is described in *Section IV.2. Project Description, Additional Eligibility Documentation*. Lack of the required documentation will disqualify the application from review and from award. See *Section III.3. Other, ORR Disqualification Factor*.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.
See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance**

of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

ORR Disqualification Factor

Applicants that do not include a letter of support from the subdivision of the state agency tasked with the operation of the state's TANF program (or "state TANF office") indicating that the state TANF office intends to coordinate with the proposed WF TC project, and committing to submit a formal and structured agreement, within 120 days of grant award, between the project and the state TANF office, to coordinate in the development and implementation of relevant, customized, and culturally and linguistically appropriate services for TANF-eligible refugees, will be disqualified from review and from funding under this FOA. See *Section III.1. Eligible Applications, Additional Information on Eligibility,* and *Section IV.2. Project Description, Additional Eligibility Documentation*.

Notification of Application Disqualification
Applicants will be notified of a disqualification determination by email or by USPS postal mail

within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Colleen Mahar-Piersma
Office of Refugee Resettlement
Administration for Children and Families
Department of Health and Human Services
Switzer Building
330 C St SW
Washington, DC 20201
Phone: (202) 205-5266
Email: colleen.mahar-piersma@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at
www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard
Forms, assurances, and certifications are available in the "Select Grant Opportunity Package"
available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See
Section IV.2. Request an Exemption from Required Electronic Application Submission if
applicants do not have an Internet connection or sufficient computing capacity to upload large
documents (files) to www.Grants.gov.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service
(FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
**Each applicant applying electronically via www.Grants.gov is required to upload only two
electronic files, excluding Standard Forms and OMB-approved forms. No more than two
files will be accepted for the review, and additional files will be removed. Standard Forms
and OMB-approved forms will not be considered additional files.**

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to

act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* **limitation(s) do not include SFs and OMB-approved forms.**

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be

removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 80 pages.

Documents exempted from double-spacing have been identified earlier in this section.

Project Description:

The Project Description must include the following items:

- Project Summary/Abstract (limited to one page)
- Table of Contents
- Objectives and Need for Assistance
- Geographic Coverage
- Project Narrative (Approach, Expected Outcomes, Timeline, and Milestones)
- Project Performance Monitoring and Evaluation Plan
- Organizational Profile
- Plan for Oversight of Federal Award Funds
- Plan for Protection of Sensitive and/or Confidential Information
- Logic Model
- Itemized Budget
- Budget Justification/Narrative

The Appendices must include:

- Legal Status of Applicant Entity/Proof of Non-Profit Status, if applicable
- Letter of Support from the State TANF Office
- Third-Party Agreements, as applicable
- Organizational chart(s)
- Biographical sketches of current staff and/or job descriptions
- A copy of Auditor's one-page summary report, if available
- Any other information the applicant deems relevant to the application

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption*.*

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission'" at* www.acf.hhs.gov/grants/howto#chapter-6

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424A - Budget Information - Non-	Submission is required for all applicants when applying for	Required for all applications when applying for a non-construction

| Construction Programs and SF-424B - Assurances - Non- Construction Programs | a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.

By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. | project. |
|---|---|---|
| SF-Project/Performance Site Location(s) (SF-P/PSL) | Submission is required for all applicants by the application due date. | Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites. |
| Certification Regarding Lobbying (Grants.gov Lobbying Form) | Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant. | Submission of the certification is required for all applicants. |
| SF-424 - Application for Federal Assistance | Submission is required for all applicants by the application due date. | Required for all applications. |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.

Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.

SAM registration is available at http://www.sam.gov. | See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information. |

Mandatory Grant Disclosure
All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Geographic Location

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national

parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement.

Applicants must provide a letter of support from the subdivision of the state agency tasked with the operation of the state's TANF program (or "state TANF office") indicating that the state TANF office intends to coordinate with the applicant's proposed WF TC project. This letter must include a commitment to submit a formal and structured agreement, within 120 days of grant award, between the project and the state TANF office, to coordinate in the development and implementation of relevant, customized, and culturally and linguistically appropriate services for TANF-eligible refugees. This letter must be on letterhead of the state TANF office and signed by the state TANF director or the director's designee.

Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Expected Outcomes

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Describe in detail how the applicant will design, implement, and manage the WF TC project's structure and activities to achieve the goal, objectives, and subobjectives outlined in *Section I. Wilson-Fish TANF Coordination Program Overview, Goal and Objectives.*

Describe what the applicant, potential partners, and proposed subrecipients, if any, have preliminarily identified as the needs of TANF-eligible refugees in the state.

Provide a clear visual representation and complementary description of TANF and ORR-funded programming for TANF-eligible refugees and of gaps in that programming. Provide a clear visual representation and complementary description showing the factors (such as case composition, client need, and/or availability of other suitable programs) that guide a family's referral to the WF TC project in addition to or instead of other programs. Either or both of these visual representations might be a resource map, a flow chart, a Venn diagram, or any other type of image that would clearly depict its subject matter.

Identify barriers and provide a thorough and justified need for assistance, supported by indicators such as no, few, or limited refugee-specific TANF services in the state, high rates of refugee reliance on TANF cash assistance, and limited capacity within the state to serve TANF-eligible clients through alternative programs, such as the ORR-funded Matching Grant and Preferred Communities programs.

Describe how the proposed WF TC project will complement existing programs in the community instead of replacing or duplicating existing efforts.

Describe the target population and provide the following data and/or estimates:

- Demographic data sourced from a federal or state government agency providing historical numbers of all newly arrived populations in the state eligible for ORR refugee assistance and services for each of the past two federal fiscal years
- An estimate of the number of arriving ORR-eligible populations for the next federal fiscal year in the state
- An estimate of the number of those arrivals anticipated to be TANF-eligible
- The projected number of TANF-eligible clients to be served by the WF TC Project

For each estimate or projection, provide justification. Also explain how the WF TC project will select or prioritize clients for in-person WF TC project services if the funding is not sufficient to provide in-person services to the entire estimated eligible population in the area(s) selected for in-person services.

Describe the geographic scope of the WF TC project's in-person and remote service areas and justify the selection of those areas for either in-person or remote services, based on factors such as the key demographic and socioeconomic characteristics of the targeted community as they relate to the program.

Describe a plan to provide in-person services in another manner when appropriate to prevent the spread of COVID-19, in accordance with federal, state, and/or local public health guidance.

Propose a plan for conducting outreach to, communicating with, and coordinating with the state TANF office, county TANF offices, resettlement agencies, SRCs, other ORR-funded service providers, refugee communities, and other relevant community stakeholders.

Describe the plan to acquire the necessary tools, partnerships, and, if applicable, subrecipient(s), to establish and manage a WF TC project including, but not limited, to a plan for providing case management and other services as needed, documents to manage and track participation, and resources that may be prepared for clients who are not able to access in-person services.

Provide realistic and achievable Year 1 target numbers for in-person refugee service, by service and appropriate to the service.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Biographical Sketches (short narrative description);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

Copy of Auditor's one-page summary report, if available

Describe the applicant's past experiences and current work with the refugee communities, TANF-eligible refugees, resettlement agencies, refugee service providers, and other partners in the state and in the areas of unmet need as it pertains to the WF TC program. Include evidence of sufficient capacity, experience, and expertise in the program areas of this FOA, and, if applicable, in collaboration with partner organizations and in culturally and linguistically competent service delivery, including use of the National CLAS Standards.

If known at the time of application submission, the intent to enter into subaward arrangements must be disclosed in the application. For each subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

Clearly identify the entity (i.e. the applicant, a partner, or a subrecipient) that will implement each project task and the relevant area of expertise of the responsible entity, in alignment with

Section I. Wilson-Fish TANF Coordination Program Overview, Goal and Objectives.

Clearly define the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, partners, and if applicable, subrecipient(s).

Clearly state the qualifications of the applicant organization's staff and, if applicable, subrecipient(s). Where certain staff have not yet been identified, state the qualifications of the individuals to be employed.

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

Describe how oversight of federal funds will be ensured and how WF TC project activities, partners, and, if applicable, subrecipient(s), will adhere to applicable federal and programmatic regulations.

Describe how the project will meet the requirements and expectations regarding subaward(s) referenced in *Section I. WF TC Program Requirements, Subawards*.

Describe the strategy for collecting the information referenced in *Section I. Post-Award Requirements, Program Performance Evaluation,* and any additional information necessary to monitor the project's progress in meeting its proposed goals and objectives. Include a plan to collect such information from partners, as appropriate, and subrecipient(s), as applicable.

Describe the plan for evaluating the project to assess whether the expected results and benefits are consistent with the proposed project's goals and objectives. Include quality improvement efforts, a written protocol for modifying ineffective plans, activities, expenditures, and reporting to ORR on the evaluation of the activities. If applicable, describe the plan to monitor subrecipients in accordance with 45 CFR 75.352.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Protection of Sensitive and/or Confidential Information

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $197,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.
Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The detailed budget narrative should be clearly outlined and aligned with the project proposal, and should demonstrate that the costs are critical to achieving the objectives of the WF TC project.

The budget should not be for less than the estimated award floor of $100,000, or for more than the request cap specified for the state in relation to the number of clients received and/or served in that state during FY18. Request caps are described in *Section II. Federal Award*

Information. Budgets that are not in accordance will be adjusted according to *Section V.2. Review and Selection Process*.

Describe uniform and documented internal controls and procedures that demonstrate compliance with all funding restrictions, as referenced in *Section IV.6. Funding Restrictions.* Describe uniform and documented internal controls and procedures for tracking WF TC project funds, including disbursing WF TC project funds used by any subrecipient(s), as applicable.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the prime recipient cannot achieve the objectives without their participation. This 50% threshold does not preclude an applicant from submitting a budget where subawards go above and beyond 50%. For more information, please reference *Section I. WF TC Program Requirements, Subawards.*

Describe how the applicant will ensure that funds will not be used for unallowable costs as referenced in *Section IV.6 Funding Restrictions.*

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel
Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits
Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement,

taxes, etc.

Travel
Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget justification.

Equipment
Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies
Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual
Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other

line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in Office of Management and Budget (OMB) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance and 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other
Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

Justification: Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

Indirect Charges
Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

   Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant]

that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources
Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this announcement.

Paperwork Reduction Act Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration.html

Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to:
https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

Track Role Status: To track your role request, refer to:
https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally

binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

> *Create a Workspace*: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.
>
> *Complete a Workspace*: Add participants to the workspace, complete all the required forms, and check for errors before submission.
>
>> *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.
>>
>> **NOTE**: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html
>>
>> *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
>>
>> *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.
>
> *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.
>
> *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov /sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7*. of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and

- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Applications: **06/26/2020**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the

Grants.gov validation process, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations, unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative

involvement with their subrecipients.

The costs of non-WF TC project services to which a client is referred are unallowable. The costs of making referrals to non-WF TC project services are allowable.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6*.

Submission By Mail
Calvin Mitchell
Office of Grants Management
Administration for Children and Families
Department of Health and Human Services
Switzer Building
330 C St SW
Washington, DC 20201

Hand Delivery
Calvin Mitchell
Office of Grants Management
Administration for Children and Families
Department of Health and Human Services
Switzer Building
330 C St SW
Washington, DC 20201

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into

consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE	Maximum Points:13

The applicant clearly and concisely outlines the principal project objectives, which are feasible, well-developed, and aligned with the WF TC program, as stated in *Section I. Wilson-Fish TANF Coordination Program Overview, Goal and Objectives*. (0-2 points)

The applicant provides a clear visual representation and complementary description of TANF and ORR-funded programming for TANF-eligible refugees and of gaps in that programming. (0-2 points)

The applicant clearly and comprehensively identifies the needs of the target population in the proposed area of service, including the barriers impeding wellbeing and self-sufficiency. Indicators of the need for assistance may include data or other strong evidence demonstrating limitations or lack of refugee-specific TANF services in the state, high rates of refugee reliance on TANF cash assistance, and limited capacity within the state to serve TANF-eligible clients through alternative programs, such as the ORR-funded Matching Grant and Preferred Communities programs. Data or other strong evidence for the proposed activities relate to the targeted service area and population. (0-4 points)

The applicant's description of the target population accords with *Section I. Wilson-Fish TANF Coordination Program Overview, Eligible Clients*. The applicant includes demographic data sourced from a federal or state government agency with historical numbers of all newly arriving populations in the state eligible for ORR refugee assistance and services for each of the past two federal fiscal years, and an estimated number of ORR-eligible arrivals for the next federal fiscal year in the state. The applicant provides an estimate of those number of those arrivals anticipated to be TANF-eligible and a projected number of TANF-eligible clients to be served by the WF TC project. The applicant provides justification for each estimate and projected number. (0-4 points)

The applicant clearly explains how the WF TC project will select or prioritize clients for in-person WF TC project services if the funding is not sufficient for the project to provide in-person services to the entire estimated eligible population in the area(s) selected for in-person services. (0-1 point)

APPROACH	Maximum Points:47

The applicant presents a well-defined, reasonable, and concise logic model that demonstrates the conceptual framework of the project. As such, it is strongly linked to the goal and objectives outlined in *Section I. Wilson-Fish TANF Coordination Program Overview, Goal and Objectives*. Furthermore, there is a clear association between objectives, activities, inputs, outputs, and intended short-term and long-term outcomes, all of which are clearly identifiable and measurable. (0-3 points)

The applicant's project plan clearly shows the state-wide scope of activities, in one specific state only, as addressed in *Section I. WF TC Program Requirements, Geographic Coverage*. The applicant clearly defines and justifies the geographic scope of the area(s) in which the WF TC project will provide **in-person** services, and the geographic scope of the area for which the WF TC project will provide **remote** resources and/or services, based on factors such as the key demographic and socioeconomic characteristics of the targeted community as they relate to the program. (0-4 points)

The project plan clearly describes outreach, communication, and coordination strategies in relation to the state TANF office, county TANF offices, resettlement agencies, SRCs, other ORR-funded service providers, refugee communities, and other relevant community stakeholders. Planned strategies are relevant, feasible, and clearly relate to reaching the objectives delineated in *Section I. Wilson-Fish TANF Coordination Program Overview, Goal and Objectives*. (0-5 points)

The applicant provides a reasonable timeline for implementing the proposed project, including the activities to be conducted in chronological order, accomplishments and target dates, and factors that may accelerate or hamper the work. The project schedule is outlined on a Gantt chart or any other appropriate tool/chart for illustrating a project timeline. (0-2 points)

The applicant provides a clear visual representation and complementary description showing the factors (such as case composition, client need, and/or availability of other suitable programs) that guide a family's referral to the WF TC project in addition to or instead of other programs. (0-3)

The applicant presents a detailed plan to provide foundational case management to in-person clients. The plan identifies the elements of the proposed case management, which are in accordance with the requirements specified in *Section I. WF TC Program Requirements, Foundational Case Management.* The plan is thorough and describes strategies for enrollment and retention of project clients, while demonstrating how it will avoid duplication of effort and/or case management offered by other service providers. (0-5 points)

The applicant presents a detailed plan to provide customized services and/or resources for in-person clients. The services and/or resources to be provided are in accordance with the requirements as specified in *Section I. WF TC Program Requirements, Customized Services and Resources.* The plan is thorough, provides a feasible plan of action, includes a strategy to avoid duplication of effort or services between the WF TC project and other providers of the same or similar services, and provides a plan to enroll and retain potential clients. (0-5 points)

The applicant presents a detailed plan to provide in-person services in another manner when appropriate to prevent the spread of COVID-19, in accordance with federal, state, and/or local public health guidance. (0-3)

The applicant presents a detailed plan to provide customized services and/or resources for

remote clients. The services and/or resources to be provided are in accordance with the requirements as specified in *Section I. WF TC Program Requirements, Customized Services and Resources*. The plan is thorough, provides a feasible plan of action, includes a strategy to address gaps in services and avoid duplication between the WF TC project and other providers of the same or similar services and/or resources, and provides a plan to enroll and retain potential clients in services and/or access potential recipients of resources. (0-5 points)

The applicant provides detailed information on how its foundational case management and customized services and/or resources will be culturally and linguistically appropriate for project clients and in alignment with National CLAS Standards, as appropriate. (0-3 points)

The applicant provides realistic and achievable Year 1 target numbers for in-person refugee clients, by service. Targets are reasonable and appropriate to identified services. (0-2 points)

The applicant has already acquired, or proposes a clear plan to acquire, the necessary tools, partnerships, and, if applicable, subrecipient(s), to establish and manage a WF TC Project including, but not limited to, providing case management and other services as needed, documenting and tracking client participation, and developing resources for clients. (0-4 points)

The applicant adequately describes its plan for ensuring oversight of federal funds and outlines how all implementing entities will adhere to applicable federal and programmatic regulations. This plan includes safeguarding personally identifiable information as referenced in *Section I. WF TC Program Requirements, Case Documentation* and, if applicable, meeting the requirements and expectations regarding subawards referenced in *Section I. WF TC Program Requirements, Subawards*. Specifically, the applicant describes its plan to monitor any sub-recipient(s) in accordance with 45 CFR § 75.352. (0-3 points)

ORGANIZATIONAL PROFILE	Maximum Points:20

The applicant demonstrates knowledge of the state's refugee communities, TANF-eligible refugees, resettlement agencies, refugee service providers, and other partners. (0-4 points)

The applicant provides strong evidence of sufficient capacity, experience, and expertise in the program areas of this FOA; culturally and linguistically competent service delivery; administration, development, implementation, management, data collection for, and evaluation of similar state-wide projects; and, if applicable, collaboration with partner organizations. (0-6 points)

The applicant clearly identifies the implementing entity for each task and describes the area(s) of expertise of that entity, which are relevant to and in alignment with the overall objectives listed under *Section I. Wilson-Fish TANF Coordination Program Overview, Goal and Objectives*. (0-3 points)

The applicant clearly defines the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, partners, and/or, if applicable, subrecipient(s), and these are appropriate for the successful implementation of the proposed project with respect to the target population. (0-4 points)

The qualifications of the applicant's staff (and, if applicable, subrecipient staff), are specifically stated. Where certain staff has not yet been identified, the qualifications of the individuals to be employed are specific and relevant to the WF TC project. (0-3 points)

PROGRAM PERFORMANCE EVALUATION — Maximum Points:10

The applicant presents an efficient and effective information collection strategy to provide the indicators outlined in *Section I. Post-Award Requirements, Program Performance Evaluation,* along with any additional information necessary to monitor the project's accomplishment of its proposed goals and objectives. The strategy involves collecting information from partners, as appropriate, and subrecipients, as applicable. Information collection tools and the information management system proposed are thorough and adequately aligned with the services to be delivered. (0-5 points)

The applicant presents a specific, detailed evaluation plan with an efficient and effective methodology to assess whether the project's outcomes are consistent with its goals and objectives. The plan delineates quality improvement efforts, with a written protocol for modifying ineffective plans, activities, and expenditures, in addition to showing how the applicant will report those evaluations to ORR. (0-5 points)

BUDGET AND BUDGET JUSTIFICATION — Maximum Points:10

The applicant includes a detailed budget listing itemized expenses aligned with the project proposal. (0-3 points)

The budget justification shows clear alignment with the proposed project. The justification clearly describes the calculation of categorical costs and the purpose of each itemized expense. The budget justification demonstrates that costs are reasonable, justified, and critical to achieving the project objectives. (0-3 points)

The applicant does not request less than the estimated award floor of $100,000. The applicant does not request more than the request cap specified for its state, in relation to that state's FY18 refugee arrivals and/or service recipients, as described in *Section II. Federal Award Information*. (0-2 points)

The applicant describes uniform and documented internal controls and procedures that demonstrate compliance with all funding restrictions, as referenced in *Section IV.6. Funding Restrictions,* and for tracking project funds, including those disbursed to subrecipients, as applicable. (0-2 points)

BONUS POINTS — Maximum Points:22

Within the information provided in response to *Section IV.2. The Project Description Overview, Organizational Capacity*, the applicant describes and demonstrates previous cooperation with the state TANF office or with one or more county TANF offices. That cooperation may include a joint initiative, a joint event or session, information sharing, co-presenting, and so forth. (2 points)

The applicant proposes to serve a state that has received and/or served over 50 ORR-eligible individuals in FY 2018, according to ORR's FY18 Data Match Process. (For more information and the results of that process, see *Section VIII. Other Information*.) The following states do **not** meet this criterion and are **not** eligible for bonus points: Delaware, Hawaii, Mississippi, West Virginia, and Wyoming. In addition, all of the U.S. territories do **not** meet this criterion and are **not** eligible for bonus points. (20 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

ACF may refuse funding for projects that do not include activities conducted state-wide in one specific state, for projects that do not provide, enhance, or facilitate access to both in-person services and/or resources and remote services and/or resources, or for multi-state projects, as described in *Section I. WF TC Program Requirements, Geographic Coverage*.

If a successful applicant submitted a budget request exceeding the relevant request cap, ORR and the Office of Grants Management will adjust the award to the maximum total budget (including direct and indirect costs) for the FY18 arrival and service numbers for that

state, as delineated within *Section II. Federal Award Information*.

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations unless that arrangement is authorized by statute. In the absence of such statutory authority, each applicant's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipients. Prime recipients of an award under this FOA will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use subrecipients to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a prime recipient to subaward if it displays an inability to properly monitor and management subrecipients.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $250,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/ cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. For those applications determined as "approved but unfunded," notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

An application funded with the release of federal funds through a grant award does not

constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

VI.3. Reporting

Performance Progress Reports: Semi-Annually

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact
Colleen Mahar-Piersma
Office of Refugee Resettlement
Administration for Children and Families
Department of Health and Human Services
Switzer Building
330 C St SW
Washington, DC 20201
Phone: (202) 205-5266
Email: colleen.mahar-piersma@acf.hhs.gov

Office of Grants Management Contact
Calvin Mitchell
Department of Health and Human Services
Office of Grants Management
Administration for Children and Families
Switzer Building
330 C St SW
Washington, DC 20201
Phone: (202) 401-4577
Email: calvin.mitchell@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay
Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

Additional Resources for WF TC Project Applicants

Department of Health and Human Services' Office of Planning, Research, and Evaluation
Report #2018-42, *Understanding the intersection between TANF and Refugee Cash Assistance
Services, Final Report (Elkin, Sam, Mary Farrell, Robin Koralek, and Hannah Engle (2018).
Washington, DC: Office of Planning, Research, and Evaluation, Administration for Children
and Families, U.S. Department of Health and Human Services).* https://www.acf.hhs.gov/sites
/default/files/opre/final_tanf_rca_report_revised_5_16_18_508.pdf.

Contact information for state TANF offices: https://www.acf.hhs.gov/ofa/help

Contact information for State Refugee Coordinators: https://www.acf.hhs.gov/orr/resource/orr-funded-programs-key-contacts

Information on ORR's FY18 State Arrival and Service Data Collection Process: https://www
.acf.hhs.gov/orr/resource/state-arrival-and-service-data-collection-process-for-fiscal-year-2018.

ORR Dear Colleague Letter 19-05: FY 19 Refugee Support Services Formula Allocations: https
://www.acf.hhs.gov/orr/resource/fy-2019-refugee-support-services-formula-allocation

National CLAS Standards: https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&;lvlid=53

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.

SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at [www .Grants.gov](www.Grants.gov) in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description.*	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity.*	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required*	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

	Forms, Assurances and Certifications.	
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Additional Eligibility Documentation: Letter from the state TANF office	The required documentation is described in *Section IV.2. Project Description, Additional Eligibility Documentation.*	Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.